



CITY OF ATLANTA

Job Announcement

HOUSING PROJECT MONITOR

SALARY RANGE: \$28,602

Salary Grade: 11

Applications Accepted from August 8, 2005 until August 19, 2005.

Minimum Job Requirements *

Persons applying must have an Associate in public administration, business, planning and one year of public assisted housing experience, property management experience, or client intake services experience or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

Duties of the Job:

The purpose of this job is to assist with daily activities involving Planning and Community Development programs with emphasis on the Section 8 program, including the maintaining and updating of information in the Bureau of Housing computer system. for such HUD computer programs as MTCS, PIC and EIV. Duties include providing statistical based data to be included in reports for City Officials, City Council, HUD, and Bureau of Housing; performing tenant certifications and recertifications; and handling complaints and problems stemming from applicants and tenants of the Section 8 program. Coordinate requests for general information, and general clerical duties such as assisting the receptionist in answering phones, handling requests for general information and respond to questions and concerns regarding the City's section 8 housing program.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*** Verification required prior to appointment.**

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.